



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 54-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Public Affairs Office Administrative Assistant,  
FSN-7\*FP-7\*\* (Please refer to the position title or the VA number in your  
Application or it will not be considered)  
**OPENING DATE:** October 16, 2012  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 785,264\*\* (Grade 7)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Administrative Assistant in the Public Affairs Office.

**BASIC FUNCTION OF POSITION**

The incumbent is the secretary to the Public Affairs Officer and serves as the administrative officer for the Public Affairs Section, which consists of the Public Affairs Officer, the Cultural Affairs Officer, the Assistant Cultural Affairs Officer, the Information Officer and a staff of twelve locally-hired employees.

As the principal personal assistant to the PAO, the incumbent is responsible for carrying out and coordinating all the clerical, day-to-day administrative, and computer support activities required to support the Public Affairs Section. The incumbent will also serve as a receptionist for the section, greeting visitors, facilitating requests, and providing customer service.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** At least two years of office management experience.

**3. Language Proficiency:** Level III English, French and Arabic are required.

**4. Other criteria:** Knowledge of personal computers and Microsoft Software Suite is required. Knowledge of arithmetic and numerical record keeping sufficient to analyze cuff records and other basic budget documents is required. Knowledge of common filing systems sufficient to analyze, design, and implement common office procedures is required.

**5. Other Skills and Abilities:** Strong organizational skills are required.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

#### **CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: PAO Administrative Assistant, Vacancy Announcement #54-2012

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**